

In this issue...

[Financial Information](#)

[COABE Invoices](#)

[COABE PDUs](#)

[COABE Election Results](#)

[Byrd Scholarships](#)

[Financial Aid Info](#)

[Free Webinar](#)

Financial Information

Important Dates

March 31, 2009

Single, agency-wide 2008 audit due. After March 31, invoice payments will be held until the audit has been received by [Leah Hymer](#).

April 30, 2009

Last date for receipt of budget amendments/alignments to be processed by KYAE.

Time to review your budget and expenditures to date. Don't wait to order materials/supplies until the last minute; all purchases must be received on site (not merely encumbered) by June 30th to be eligible for reimbursement.

Invoicing

April 10th and May 10th – Regular schedule for invoicing: March and April expenditures due.

June 16th – Latest date for receipt of *May/June combined* invoice. The June portion of this invoice will be your **projected** expenditures through June 30, 2009. Invoices not received at KYAE by this date will be subject to reimbursement being reduced or withheld (please refer to the contract Method of Payment section, II. F.).

August 31, 2009 – Reconciliation invoice due. Any amount projected in the June invoice that is more than actual expenditures will be reported and returned to KYAE by August 31, 2009.

COABE Invoices

In early March, COABE sent conference registration invoices to everyone registered for the 2009 COABE Conference. Please do not pay the \$270 early bird registration fee on the invoice. KYAE will make one payment to COABE for the first 500 KYAE-funded adult educators that registered for the special \$270 KYAE

continued on page 2

Member Conference Registration fee. Any other fees associated with the COABE Conference (pre-conference sessions, meals, events or membership fees) must be paid using professional development or personal funds. KYAE funds, of any kind, shall NOT be used for membership fees. If you have registered and did not receive an invoice, please contact COABE (Robyn Smith at (315) 422-9121) to check on your conference status.

2009 COABE Conference and Pre-Conference Professional Development Credit

Please make sure that you sign up on [PDtrack](#) to receive professional development credit for attending the COABE conference. Conference attendees can earn one Professional Development Unit (PDU) for attending a pre-conference session and two PDUs for attending the conference. In order to receive your PDUs, you must register for the appropriate item in PDtrack (ABE_501_041809_KYAE-COABE 2009 Pre-Conference, Galt House, Louisville, KY and ABE_501_04182209_KYAE-COABE 2009 Conference, Galt House, Louisville, KY).

COABE Election Results

Please join us in congratulating Dr. Renae Harrison and Charles Ludwig. Dr. Harrison was recently nominated as COABE president elect. She has worked in the field of adult education for over 20 years. She is currently the Coordinator of Adult and Community Education in Hardin County. Charles Ludwig was elected as COABE secretary. He has taught adult basic education classes at the Kentucky Correctional Institution for Women for the past 21 years. Terms will begin July 1, 2009.

Apply for Byrd Scholarships now

Kentuckians who have taken the GED Tests since July 1, 2008 and achieved at least a 2700 composite score may apply for a Robert C. Byrd Honors Scholarship before June 30, 2009. The scholarships, up to \$1,500 a year for four years of college, are administered by the Kentucky Higher Education Assistance Authority (KHEAA).

GED graduates may apply through Zip Access at www.kheaa.com. To apply, sign in to Zip Access with your user ID and password. Those who have not used Zip Access before should register to create a user ID and password. Interested GED graduates should apply as soon as possible.

The Byrd Scholarship is named for longtime U.S. Sen. Robert C. Byrd of West Virginia, who authored the legislation establishing the program in 1985. For more information about Byrd Scholarships, call Beth Lane at (800) 928-8926.

'Zip' to Financial Aid Information at www.kheaa.com

Three *Zip* features at www.kheaa.com provide important information that help Kentucky students and parents learn about and apply for student financial aid. *Zip Access*, *Zip Decision* and *Zip Answer* are unique features available only on the Web site of the Kentucky Higher Education Assistance Authority (KHEAA).

Zip Access lets students check their Kentucky Educational Excellence Scholarship (KEES) award, apply for the Robert C. Byrd Honors Scholarship, KHEAA Teacher Scholarship and Early Childhood Development Scholarship and check the status of federal student loans guaranteed by KHEAA. The sign-in function for *Zip Access* is at the top of the KHEAA home page.

continued on page 3

Parents will find *Zip Decision* a helpful online resource if they are applying for a Federal PLUS Loan to help pay for their child's education. Using *Zip Decision*, parents may get immediate pre-approval for a loan originated through KHEAA. The credit decision is valid for 120 days.

Zip Answer provides answers to hundreds of questions about state and federal student aid. Users may choose a topic or type a word or phrase into a search box. By choosing KEES as a topic, *Zip Answer* will bring up many of the most commonly-asked questions and answers about KEES.

The sign-in functions for *Zip Decision* and *Zip Answer* are on the right-hand side of the KHEAA home page.

Visit www.kheaa.com to check out *Zip Access*, *Zip Decision* and *Zip Answer*. For more information on how to plan and prepare for higher education, visit www.GoHigherKY.org. For more information about student loans, visit www.studentloanpeople.com.

FREE Webinar from New Readers Press

Using News for You in the Classroom

March 31, 3:00-4:00 p.m. Eastern Time

Newspapers can be great instructional tools for teachers, but most are written at too high a level for literacy and ESL students. News for You, published by New Readers Press, is America's only weekly newspaper for adult students. The stories are short, informative, adult-oriented and full of practical vocabulary. A new online feature lets students read and listen to two of the articles each week. In this workshop, you'll learn how to use News for You with your students to strengthen reading, writing, listening, speaking and critical thinking skills.

Spaces fill up quickly – register today!

To register, e-mail webinar@proliteracy.org. You will receive a confirmation and instructions on how to dial into the webinar session.